

Child Care Resources- Southwest Regional Resource Center  
268 E. Kilgore Rd., Suite D  
Portage, Michigan, 49002  
www.ccr4kids.org

Proposed Job Description

Job Title: Early Childhood Trainer

Reports to: Program Director

Supervises: N/A

FLSA Classification: Non-Exempt, Part Time

Date: Completed when Board approves changes.

Job Summary: Develops training opportunities for a variety of adult learners in various modalities. Provides training for early childhood professionals and other community members on the best practices in child care and on other family/ child care issues as needed. Serves as resource for those seeking information on child care, curriculum, child development and other related subjects. Provides guidance and support to early childhood professionals for professional development including support of CDA efforts, ensuring that training needs are met and information about the T.E.A.C.H. program is given.

Essential Functions:

1. Develops new training curriculum and outlines as dictated by needs of the providers and within the scope of work for the Resource Center
2. Promotes the professional development of early care and educational professionals and provides consultation to those professions who are seeking new professional development opportunities.
3. Provides technical assistance to early care and educational professionals and community at large by responding to questions about child care, training, curriculum, child development and other early childhood questions in a timely fashion,
4. Provides CDA support to providers as a CDA Professional Development Specialist.
5. Promotes Child Care Resources and the Resource Center and its mission through presentations through out the nine county regions.
6. Functions as a team member within the Regional Resource Center programs.
7. Participates as a resource representative in meetings and community and agency events and other work as assigned by Program Director.
8. Completes required reporting in a timely fashion.

Skills and Knowledge needed to perform Job:

1. Excellent written and verbal communication skills.
2. Ability to communicate well with individuals and with groups from a variety of diverse backgrounds.
3. Ability to present information in a variety of modalities for use by various audiences.
4. Ability to organize time well to meet a variety of deadlines.
5. Work well with others in developing ideas and programming.
6. Ability to keep current on the best practices in child care, newest information in child development and age appropriate activities and child management skills.
7. Ability to keep current on licensing regulations, accreditation procedures, and state and national legislative issues as they pertain to child care.
8. Ability to create new programming from the idea stage to group presentation.

Specific Job Requirements:

1. Must have Bachelor's Degree in Early Childhood Education or related field.
2. Experience in a Child Care Setting
3. Reliable Transportation and willingness to travel throughout nine county region.
4. Experience in managing multiple tasks
5. Must be able and willing to work evenings and weekends as needed.
6. Proven written and oral communication skills.
7. Must be able to work independently and as part of a team.
8. Must be able to move containers weighing up to 50 lbs.

*The above statements are intended to describe the general nature and level of work performed. They are not to be construed as an exhaustive list of all responsibilities.*